

PROGRAM WORKSHEET FOR CAMP SPONSORS

	Session 1	Session 2	Session 3	Session 4
Beginning Date				
Ending Date				
Total # Days Food Served/Session				

Session Number	Number of Children Enrolled		Number of Adults Receiving Meals	
	(A) Total Children	(B) Needy Children	(C) Program Adults	(D) Non-Program Adults
1.				
2.				
3.				
4.				
Total				

Session Number	Calculation to Determine Meal Allocation Factor					Calculation to Determine Cost Allocation Factor			
	(E) % Needy Children (Round to 4 Decimals) (B ÷ A)	(F) Total Meals Served to All Children for Each Session	(G) Total Meals Served to All Adults for Each Session	(H) Total Meals Served to All Children and Adults (F + G)	(I) Total Children's Meals Eligible for Each Session (E x F)	(J) Needy Children and Program Adults (B + C)	(K) All Children and Adults (A+C+D)	(L) (J ÷ K) (Round to 4 Decimal Places)	(M) (L x H) (Round to 4 Decimal Places)
1.									
2.									
3.									
4.									
Total									

$\frac{\text{Total in (I)}}{\text{Total in (F)}} =$ _____
 (N) Meal Allocation Factor
 (Round to 4 Decimals)

$\frac{\text{Total in (M)}}{\text{Total in (H)}} =$ _____
 (O) Cost Allocation Factor
 (Round to 4 Decimals)

Calculation of Meals Served						Calculation of Program Costs					
Meal Type	(P) Total Meals Served to All Children		Meal Allocation Factor (From N Above)	=	(Q) Reimbursable Meals Served (Round to Nearest Whole Number)	Cost Item	(R) Actual Costs		Cost Allocation Factor (From O Above)	=	(S) Reimbursable Program Costs (Round to Nearest Whole Number)
Breakfast		x		=		Food		x		=	
Lunch		x		=		Labor		x		=	
Supper		x		=		Other		x		=	
Supplement		x		=		Other		x		=	
Total		x		=		Total		x		=	

Signature of Sponsor Representative

Date

WORKSHEET FOR CAMP SPONSORS INSTRUCTIONS AND EXAMPLE

- A. List total children, including eligible and non-eligible children for each session.
- B. List Needy Children, which includes only eligible children: those who meet the income poverty guidelines. Each Needy Child must have an approved eligibility form on file for each session.
- C. List Program Adults, who are those adults working for SFSP under the Sponsor according to SFSP regulations, and are involved in the preparation, serving and/or supervision of food service for each session.
- D. List Non-program Adults, which includes those adults who are not involved in the preparation, serving or supervision of food service, or are parents, visitors, etc. for each session.
- E. Divide Needy Children (B) by Total Children (A)
 $35 \div 68 = .5147058$ (Round to four decimal places) = .5147
- F. List total meals served to both eligible and non-eligible children in each session.
- G. List total meals served for program adults and non-program adults.
- H. Add Total Meals Served to All Children for Each Session (F), PLUS, the Total Meals Served to All Adults for Each Session (G).
 $5,695 + 656 = 6,351$
- I. In order to calculate the total number of eligible meals for each session, multiply % of Needy Children (E) by Total Meals Served to all Children (F).
 $.5147 \times 5,695 = 2,931$
- J. Add Needy Children (B): those who have an approved eligibility form on file, PLUS, Program Adults (C): those who have been trained by the Sponsor on SFSP regulations.
 $35 + 8 = 43$
- K. Add Total Children and all Program and Non-program Adults for each session (A+C+D = all children and adults).
 $68 + 8 + 0 = 76$
- L. Divide Needy Children & Program Adults (J) by All Children & Adults (K).
 $43 \div 76 = .5657894$ (round to the fourth digit) = .5658

- M. Multiply (L) by (H) Total Meals Served to All Children and Adults.
 $.5658 \times 6,351 = 3,593$
- N. Divide (I) Total Children's Meals Eligible by (F) Total Meals Served to All Children to equal (N) Meal Allocation Factor.
 $2,931 \div 5,695 = .514661984$ (round to four decimals) = .5147
- O. Divide (M) by (H) Total Meals Served to All Children & Adults to equal (O) Cost Allocation Factor.
 $3,593 \div 6,351 = .565737679$ (round to four decimals) = .5657
- P. Record total allowable meals served to all children (eligible and non-eligible) according to MEAL TYPE:
- | | |
|-----------|-------|
| Breakfast | 1,428 |
| Lunch | 1,434 |
| Snack | 1,404 |
| Dinner | 1,429 |
| Total | 5,695 |
- Q. Multiply (P) Total Allowable Meals Served to All Children by (N) Meal Allocation Factor, which equals (Q) Reimbursable Meals Served.
- | | | |
|-------|------------------------|-------|
| | $1,428 \times .5147 =$ | 735 |
| | $1,434 \times .5147 =$ | 738 |
| | $1,404 \times .5147 =$ | 723 |
| | $1,429 \times .5147 =$ | 736 |
| Total | 5,695 | 2,932 |
- R. Record actual costs for each cost item.
 Food Cost (Actual – see receipts) \$32,784
 Labor Costs (Actual – see time cards or time documented) \$2,520
 Other (none)
- S. Multiply (R) Actual Costs for each Item by (O) Cost Allocation Factor, which equals (S) Reimbursable Program Costs.
- | | | |
|-------|----------------------------------------------------|-----------------------------------|
| Food | $\$32,784 \times .5657$ (allocation factor from O) | = \$18,546 |
| Labor | $\$2,520 \times .5657$ (allocation factor from O) | = \$1,426 |
| Total | \$35,304 | = \$19,972 (S) Reimbursable Costs |

